

# Kentucky Family Child Care Home Certification

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# Requirements for Applying for CERTIFICATION

This information packet provides you with the instructions and forms needed to apply to become a certified family child care home. A copy of Kentucky's regulations for Family Child Care Certification (922 KAR 2:100) is included at the back of the packet. Please read this packet thoroughly. If you have questions, after reading the packet, please call the Division of Child Care at **1-800-421-1903**.

## The following are required before an application is complete:

- ◆ **Application Form** (DCC-178)
- ◆ **Self-Checklist** (DCC-179) The checklist contains the items required by Regulation 922 KAR 2:100 in order to become certified. Keep one of the completed checklists for your files.
- ◆ **Physician's Statement** (provider applicant only) A sample statement is included in this packet.
- ◆ **Results of a Tuberculin Skin Test** (provider applicant and all adults living in the home) This test must have been administered within thirty (30) days of your application.
- ◆ **Ten dollar (\$10) non-refundable application fee** (check or money order only **No Cash**) made payable to the Kentucky State Treasurer.
- ◆ **Criminal Record Checks** for the applicant and all adults in the home. A criminal record check is also required for assistants and substitutes. The forms to order criminal record checks are provided in this packet. Instructions for ordering the record checks, fees, and mailing directions are included on the criminal record check forms.
- ◆ **Two (2) written character reference letters** from unrelated individuals (letters should be signed and include name, address and phone number of the reference).
- ◆ **Central Registry check for incidents of child neglect, abuse or exploitation** - The Division of Child Care, pursuant to 922 KAR 2:100, will complete this check for the applicant and all other adults listed on the application. Any assistant or substitute, who is not listed as residing in the home, must request a Central Registry Check by completing the Central Registry form provided in this packet.

When all application information has been received, you will be notified by mail that your application is complete. You will then be contacted by Division of Child Care staff to schedule a technical assistance visit and inspection of your home. It is illegal to provide care for more than three (3) unrelated children until you are certified.

## HELPFUL INFORMATION:

Individuals planning to apply for Family Child Care Home Certification should check with their **local planning and zoning board** to determine if their community has specific zoning requirements for an in-home child care business.

Family Child Care Certification Regulations require providers maintain **commercial liability insurance** of at least \$50,000 per child, per occurrence. Basic Homeowner's insurance does not meet this requirement. A provider may check with their current insurance carrier to determine if the carrier offers commercial liability insurance on an in-home child care business. Several insurance carriers offer coverage to family child care homes. If you have questions about obtaining this insurance, contact the Division of Child Care or your local Child Care Resource and Referral Agency (list provided in this packet).

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## Procedures for CERTIFICATION RENEWAL

If you are applying for renewal of your family child care certification; you will need to submit the following at least one (1) month prior to the expiration of your certificate:

- **Application Form** (DCC-178) DO NOT USE PENCIL
- Non-refundable **Certification Application Fee** of ten dollar (\$10) - Send a check or money order made payable to the Kentucky State Treasurer. **NO CASH.**
- **Physician's Statement**
- **Results of Tuberculosis Test** on renewal applicant - The test must have been administered within 30 days of application.
- **Criminal Record Check** (CRC) on renewal applicant - (Request your Criminal Record Report from either the State Police or the Administrative Office of the Court. The Criminal Record Request forms are enclosed. Follow the instructions on the form and remember to enclose the required CRC fee of \$10 per record.)

The Self-Check List (DCC-179) should be reviewed in preparation for your recertification home inspection. However, you are not required to submit the Checklist with the renewal application.

## Procedures for REPORTING CHANGES

**Name Change of Child Care Provider:** In the box at the top of the Application form, enter the name that is on your current certificate. Complete your new information in Sections 1 and 9. *(If the name change is due to a new marriage and a move, see the instructions below to add the new adult to your home and to report your new address.)*

☐ Application (DCC – 178) - Complete Sections 1 & 9

**Change of Location or Address Change:** The Self-Check List (DCC-179) should be reviewed in preparation for your relocation home inspection. However, you are not required to submit the Checklist with the change of location application.

☐ Application (DCC – 178) - Complete Sections 1, 2 & 9

### **To Add an Adult to the Home:**

- ☐ Application (DCC-178) - Complete Sections 1, 8 & 9
- ☐ Results of tuberculosis test (for the new adult)
- ☐ Criminal Records Check (for the new adult)

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**Department for Community Based Services, Division of Child Care**  
**APPLICATION FOR FAMILY CHILD CARE HOME CERTIFICATION – DCC-178**  
**INSTRUCTIONS FOR FORM COMPLETION**

**Purpose of Document -**

The DCC-178 Application for Family Child Care Home Certification form allows individuals to:

- Apply for initial certification as a Family Child Care Home Provider;
- Apply for renewal of certification as a Family Child Care Home Provide; or
- Report changes in Family Child Care Homes (name, telephone number, address, and new adult in the home)

**General Instructions -**

- Complete the form legibly in ink (or type) **DO NOT USE PENCIL**.
- **Required documentation** - Lists of required documentation are provided at the bottom of the application. Forms to secure required documentation and examples of documentation are included in the application packet.
- Mail completed form and all required documentation to the address listed at the top of the application.
- New applicants and those who are reapplying should complete the form in full. Certified providers who are reporting changes should refer to section at the bottom of the form entitled “How To Report Changes” for instructions.

**Clarifications –**

- **See # 1 on application, Provider Identification** – FEIN (Federal Employee Identification Number) should be reported if you have a FEIN for tax reporting purposes. Name of Child Care Home should be reported if you have named your family child care home.
- **See # 2 on application, Directions to your home** – Complete in detail so staff can find your home for inspection visits.
- **See # 4 on application, Food Sponsor** – If you choose to use a Food Sponsor, list the name and address of the food sponsor. (A list of Food Sponsors is included in the certification packet)
- **See # 9 on application, Statement of Provider** – Read this section thoroughly. Your signature indicates your understanding and acceptance of the terms stated in this section.

After becoming certified, a Family Child Care Home provider is required to immediately notify the Division of Child Care of changes that significantly impact the operation of a family child care home. Instructions for changes are listed at the bottom of the application.

**CLARIFICATIONS**

**Changes/Updates that require submittal of updated DCC-178**

1. Name Change
2. Change of Location/Address Change
3. Addition of a New Adult to Home

**Changes, other than those listed above, can be reported by telephone.** Examples include: corrections, new telephone number, FEIN Number has been received, child care home has been given a name, provider has become a licensed child care provider.

**If you have questions, please call 1-800-421-1903.**

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- ☐ Initial Application
- ☐ Renewal Request
- ☐ Change/Update

Name on current certificate:

\$10 Check: \_\_\_\_\_  
\$10 Money Order: \_\_\_\_\_

800-421-1903

[illegible]

**8. ADULTS:** List the names of adults eighteen (18) years of age or older living in your home.

First Name	Middle Name	Last Name	Relationship	Date of Birth	Social Security #

**9. STATEMENT OF PROVIDER**

I certify that this is a true and accurate description of my child care operation on this date and that I have not knowingly misrepresented or offered false information on the application or other required forms. I hereby give the Department for Community Based Services the right to contact social agencies and references listed to verify my statements. I understand the Department for Community Based Services staff shall have the authority to inspect my home and the records required by 922 KAR 2:100 and that those inspections shall be unannounced.

I understand the Department for Community Based Services, Division of Child Care shall complete a check of the Central Registry pursuant to 922 KAR 1:470 to determine if any adult in my household has had a substantiation of child abuse, neglect, or exploitation by the Cabinet. I understand that my application for certification shall be denied if any adult in my household has been found by the Cabinet or court to have abused or neglected a child. The Department shall also review the criminal record checks of all adults in my household. I understand that my application for certification shall be denied if any adult in my household has been convicted of a violent crime or sex crime as defined in KRS 17.165. I understand that my application for certification shall be denied if there is a history of behavior that may impact the safety or security of a child in care including but not limited to a conviction of a drug related felony (922 KAR 2:100).

I understand that I am required to immediately notify the Department for Community Based Services of any action or change that significantly impacts the operation of my family child care home. Examples of such changes include a move to a new location, marriage and a name change, telephone number changes, new adults in the home, ceasing operation, or becoming a licensed provider. I understand that this application applies only to the location listed on this form and that if I move, I must immediately apply for a certificate at my new location.

I have read and understand the family child care certification requirements as specified in 922 KAR 2:100.

\_\_\_\_\_  
Provider's Signature

\_\_\_\_\_  
Date

**Required Documentation to be submitted for Action Requested**

*Application is not complete for processing until all required documents are submitted.*

**Initial Application**

- ☐ Application (DCC-178),
- ☐ Self-Check list (DCC-179),
- ☐ physician's statement,
- ☐ results of tuberculosis test on all adults in the home (administered within 30 days of the date of application),
- ☐ criminal records check on all adults in the home,
- ☐ \$10 non-refundable certification fee (check or money order payable to Kentucky State Treasurer), and
- ☐ 2 written references

**Renewal Request**

(applying to renew existing certificate for additional 2 years)

- ☐ Application (DCC-178),
- ☐ physician's statement,
- ☐ results of tuberculosis test on renewal applicant (administered within 30 days of application),
- ☐ criminal records check on renewal applicant,
- ☐ \$10 non-refundable certification fee (check or money order payable to Kentucky State Treasurer)

**How to Report Changes**

**Name Change**

- ☐ Application (DCC – 178) complete Sections 1 & 9

**Location/Address Change**

- ☐ Application (DCC – 178) complete Sections 1, 2 & 9

**Add an Adult to the Home**

- ☐ Application (DCC-178) complete Sections 1, 8 & 9
- ☐ results of tuberculosis test
- ☐ criminal records check

Changes, other than those listed above, may be reported by telephone or letter.

**SELF-CHECK LIST**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Location Address \_\_\_\_\_ County \_\_\_\_\_

**CERTIFICATION REQUIREMENTS  
FOR FAMILY CHILD CARE HOME**

The Department for Community Based Services has regulatory responsibility under 922 KAR 2:100 for the certification of Family Child Care Homes which provide child care for six or fewer unrelated children. Certification means that the child care home has met the State's requirements pursuant to 922 KAR 2:100. This checklist outlines the requirements that family child care providers shall meet to be certified.

**Instructions for completing Checklist:**

Please mark each requirement. If you are meeting the requirement, put a check (✓) in the first blank beside the statement. If you are not meeting the requirement, put a (X) in the blank. If the requirement does not apply to your child care home, put N/A (for not applicable) in the blank.

**STANDARDS FOR CERTIFICATION PURSUANT TO 922 KAR 2:100**

	DCBS Use Only
<b>A. An applicant for certification shall:</b>	
1. Be at least eighteen (18) years of age. [Section 2(2)(a)]	
2. Submit a written statement from a physician that the applicant is in good health. [Section 2(2)(c)]	
3. Submit two (2) written character references (initial applicant only). [Section 2(2)(c)]	
4. Submit to a criminal record check in accordance with KRS 17.165 conducted within the past year by the Kentucky State Police or Administrative Office of the Courts. [Section 2(2)(c)]	
5. Submit a copy of the results of a negative tuberculosis skin test administered within thirty (30) days of the date of the application for certification. [Section 2(2)(c)]	
6. Submit to a check of the central registry pursuant to 922 KAR 1:470. [Section 2(2)(d)]	
<b>B. An Adult in the Home of the Applicant, Employee, Substitute or Assistant shall:</b>	
1. Submit to a Criminal Record check in accordance with KRS 17.165 conducted within the past year by the Kentucky State Police or Administrative Office of the Courts. [Section 2(3)(a)]	
2. Submit to a check of the central registry pursuant to 922 KAR 1:470. [Section 2(3)(b)]	
3. Submit written verification from a licensed health care professional or a health department that the individual is free of active tuberculosis. [Section 2(3)(c)]	
<b>C. Training Requirements for Applicant/provider:</b>	
1. Within three (3) months of completion of the initial application for certification, an applicant shall:  Demonstrate completion of training as required by KRS 199.8982(1)(a)(6) in the following areas: (a) Basic health, safety and sanitation, (b) recognizing and reporting child abuse; and (c) Developmentally appropriate child care practice. [Section 2(6)]	
2. The certified family child care provider shall be currently certified in Infant and Child CPR and Infant and Child First Aid by an agency approved by the Cabinet for Health and Family Services or Board of Emergency Services. [Section 10(6)(a)(b)]	
3. Beginning with the second year of operation, complete annually at least six (6) hours of cabinet-approved child development training. [Section 10(1)(b)]	

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**D. Age/Training Requirements for Substitute provider. A substitute provider shall:**

1. Be at least eighteen (18) years of age. [Section 10(8)(a)]
2. Be certified by a cabinet-approved agency in Infant and Child cardiopulmonary resuscitation (CPR) and Infant and Child First Aid. [Section 10(8)(b)]
3. If used in the absence of the family child care home provider in excess of fourteen (14) calendar days during a one (1) year period, demonstrate completion of at least six (6) hours in cabinet-approved training in (a) basic health, safety and sanitation; (b) recognizing and reporting child abuse; and (c) developmentally appropriate child care practice. [Section 10(9)]

**E. Staff-Child Ratio:**

1. A certified family child care provider shall not provide care for more unrelated children than the number authorized on the certificate of operation (maximum of six (6) unrelated). [Section 10 (2)]
2. If the provider cares for more than four (4) infants, including the provider's own or related infants, the provider shall have an assistant present. [Section 10(3)]
3. A provider shall not care for more than six (6) children under the age of six (6) years old including the providers own or related children. [Section 10(4)]
4. The maximum number of unrelated children in the care of a certified family child care home provider shall not exceed six (6). A provider may care for four (4) related children in addition to six (6) unrelated children for a maximum child care capacity of ten (10). [Section 10(5)]
5. A certified family child care provider who operates the in-home child care business for twenty-four consecutive hours shall: [Section 10 (7)]
  - a. Receive an eight (8) hour respite after working sixteen (16) consecutive hours; and
  - b. Employ an assistant or employee during the period of respite.

**F. The Family Child Care Home Environment:**

1. The providers home and each play area used for child care shall be safe and have adequate heat, light and ventilation. [Section 11 (1)(a)(b)]
2. Each floor level used for child care shall have at least one (1) unblocked exit, one (1) smoke detector fire extinguisher and a carbon monoxide detector if the home uses fuel burning appliances or has an attached garage. [Section 11(2)(a)(b)(c)(d)]
3. New applicants and providers who change location after the effective date of this administrative regulation shall have on each floor level used for child care at least two (2) unblocked exits to the outside and one (1) smoke detector, fire extinguisher and a carbon monoxide detector if the home uses fuel burning appliances or has an attached garage. [Section 11(3)(a)(b)]
4. The home and areas accessible to children in care shall be free of hazards and the following items shall be inaccessible to a child in care: [Section 11(4)]
  - (a) Cleaning supplies, poisons, paints and insecticides.
  - (b) Knives, scissors and sharp objects
  - (c) Power tools, lawn mowers, hand tools, nails and other equipment
  - (d) Matches, cigarettes, lighters, combustibles and flammable liquids
  - (e) Alcoholic beverages
  - (f) Plastic bags; and
  - (g) Litter and rubbish



5. Medication including medicine that requires refrigeration shall be stored in a container or area with a lock to ensure a child is unable to access the medication within the container or area. [Section 11(5)]
6. Guns shall be stored in a container with a lock, which requires a key, or a combination to open. [Section 11(6)(a)(b)]
7. Electrical outlets not in use shall be covered. [Section 11(7)]
8. An electric fan, floor furnace, or freestanding heater or fireplace shall be out of the reach of a child; or have a safety guard to protect a child from injury. [Section 11(8)(a)(b)]
9. The home shall have at least one working telephone on each level used for child care with a residential or commercial line and a list of emergency numbers posted by each telephone, including numbers for the: [Section 11(9)(a)(b)]
  - (a) Police
  - (b) Fire station
  - (c) Emergency medical care, rescue squad; and
  - (d) Poison control center
10. Equipment and toys shall be developmentally appropriate according to the age of children in care; in sufficient quantity for the number of children in care; and safe, sound, clean, and in good repair. [Section 11(10)(a)(b)(c)]
11. Television or video viewing by a child shall be limited to developmentally appropriate child related content. [Section 11(11)]
12. Stairs and steps used for children in care shall be solid, safe and railed. [Section 11(12)(a)(b)(c)]
13. If an infant or toddler is in the care of a provider, indoor stairs with more than two (2) steps shall be blocked. [Section 11(13)]
14. The provider shall maintain first aid supplies that are easily accessible for use in an emergency, but inaccessible to the children in care and wash superficial wounds with soap and water before bandaging. First aid supplies shall include a fully equipped first aid kit containing the following nonexpired items: [Section 11(14)(15)]
  - (a) Liquid soap
  - (b) Adhesive bandages
  - (c) Sterile gauze
  - (d) Medical tape
  - (e) Scissors
  - (f) A thermometer
  - (g) Flashlight
  - (h) Cold pack
  - (i) First aid book
  - (j) Disposable gloves
  - (k) A cardiopulmonary resuscitation mouthpiece

- |   |       |       |
|---|-------|-------|
| 15. Exclusive of the bathroom and storage area, the indoor area, including furnishings, used for child care shall contain at least thirty-five (35) square feet per child for play and activities that meet the developmental needs of the children in care. [Section 11(16)(a)(b)] | _____ | _____ |
| 16. An outdoor play area shall be free of hazards. [Section 11(17)]   | _____ | _____ |
| 17. Each child in an outdoor play area shall be under the direct supervision of the provider, substitute, employee or assistant. [Section 11(18)]   | _____ | _____ |
| 18. Outdoor play equipment shall be securely anchored, developmentally appropriate, age appropriate, and safe. [Section 11(19)(a)(b)(c)(d)]   | _____ | _____ |
| 19. A trampoline shall not be accessible to a child in the care of a provider. [Section 11(20)]   | _____ | _____ |
| 20. A swimming pool on the premises shall be maintained; have a water filtering system; be supervised when in use; and be inaccessible when not in use. [Section 11(21)(a)(b)(c)(d)]  | _____ | _____ |
| 21. A fire and tornado drill shall be conducted during hours of operation at least monthly and documented. [Section 11(22)(a)(b)]   | _____ | _____ |
| 22. A earthquake drill shall be conducted during hours of operation at least quarterly and documented. [Section 11(23)(a)(b)]   | _____ | _____ |
| 23. During the hours of operation, the provider, employee and other persons in the home shall: [Section 11(24)(a)(b)]   |       |       |
| (a) Shall be free of the influence of alcohol or a controlled substance, except for use of a controlled substance prescribed by a physician; and  | _____ | _____ |
| (b) Prohibit smoking in the presence of the children in care.   | _____ | _____ |
| 24. During a provider's absence, a substitute provider shall be physically present at the home during the hours of operation. [Section 11(25)]  | _____ | _____ |
| 25. A provider shall not be employed outside of the home during regular hours of operation. [Section 11(26)]  | _____ | _____ |
| 26. The home shall: [Section 11(27)]  |       |       |
| (a) Be clean, uncluttered, and free of insects and rodents.   | _____ | _____ |
| (b) Have a water supply that is properly located, protected, adequate, of a source approved by the local health department; and,  | _____ | _____ |
| (c) Have bathrooms, including toilets, sinks and potty chairs that are sanitary and in good working condition.  | _____ | _____ |
| 27. The provider, assistant, substitute and each employee shall: [Section 11(28)]   |       |       |
| (a) Wash hands with soap and running water before and after diapering a child.  | _____ | _____ |
| (b) Assure that a covered, leak-proof container is available for soiled diapers, emptied daily and cleaned daily.   | _____ | _____ |
| (c) Use sanitary procedures when preparing and serving food.  | _____ | _____ |
| (d) Assure that a child shall not share cups, eating utensils, wash cloths, towels.   | _____ | _____ |
| (e) Refrigerate perishable food and beverages.  | _____ | _____ |
| 28. The refrigerator shall be in working order and have a working thermometer demonstrating that the refrigerator is maintained at a temperature of forty-five (45) degrees Fahrenheit or below. [Section 11(29)(a)(b)]   | _____ | _____ |

- |  |       |       |
|--|-------|-------|
| 29. Except if thawed for preparation or use, frozen food shall be kept at a temperature of zero (0) degrees Fahrenheit as verified by a thermometer in freezer. [Section 11(30)]   | _____ | _____ |
| 30. Unless provided as a part of the fee for child care, an infant's formula shall be prepared and provided by the parent. [Section 11(31)]  | _____ | _____ |
| 31. If more than one (1) bottle-fed child is in the care of the provider, each child's bottle shall be labeled. [Section 11(32)]   | _____ | _____ |
| 32. While feeding an infant, the child shall be held; bottle shall not be propped or left in the mouth of a sleeping infant. [Section 11(33)]  | _____ | _____ |
| 33. Milk or milk products served shall be pasteurized. [Section 11(34)]  | _____ | _____ |
| 34. Meals shall be served in an amount appropriate to the age of the child; and include appropriate types of food according to the age of the child: [ Section 11(35)11(36)11(37) and 11(38)]  | _____ | _____ |
| (a) Breakfast shall include milk, bread; and fruit or vegetable or 100 percent juice.  | _____ | _____ |
| (b) A snack shall include two of the following: milk, protein source, fruit or vegetable or 100 percent juice or bread.  | _____ | _____ |
| (c) Lunch and dinner shall include: milk; protein source; two (2) vegetables or a fruit and one (1) vegetable and bread.   | _____ | _____ |
| 35. Windows and doors shall be screened for ventilation. [Section 11(39)]  | _____ | _____ |
| 36. A household pet shall be vaccinated for rabies. [Section 11(40)]   | _____ | _____ |
| 37. Indoor and outdoor garbage shall be stored in a waterproof container with a tight-fitting cover. [Section 11(41)]  | _____ | _____ |
| 38. Adequate space shall be provided at rest time for each child in care for more than four (4) hours. Rest time area shall be comfortable, clean, safe and in good repair. Individual linens shall be provided for each child; changed at least weekly, or if soiled or wet immediately. [Section 11(42)]   | _____ | _____ |
| 39. If overnight care is provided, the caregiver shall: remain awake until every child in care is asleep; sleep on the same floor level of the home as an infant or toddler; and provide an individual bed, crib playpen, or cot with comfortable, clean and safe bedding for each child. Each crib and playpen shall meet the consumer safety standards. [Section 11(43)] | _____ | _____ |

**G. Program for Children:**

- |   |       |       |
|---|-------|-------|
| 1. A written and posted routine plan shall be established for daily activity and opportunity for outdoor play and reading. [Section 11(44)(a)(b)(c)]  | _____ | _____ |
| 2. A child who is not asleep shall be visually supervised. [Section 11(45)]   | _____ | _____ |
| 3. Except for a school-aged child whose parent has given written permission and whose whereabouts are known, a child shall not be permitted off of the premises without the caregiver. [Section 11(46)] | _____ | _____ |
| 4. Use of corporal physical discipline is prohibited, pursuant to KRS 199.896(18). [ Section 11(47)]  | _____ | _____ |
| (a) A child shall not be:   | _____ | _____ |
| 1) Handled roughly in any way, including shaking, pushing, pinching, slapping, biting, kicking and spanking.  | _____ | _____ |
| 2) Placed in a locked room, closet, box or other confined space.[KRS 199.898(1)]  | _____ | _____ |
| (b) The provider or other person in the home shall not:   | _____ | _____ |
| 1) Use disciplinary methods which humiliate, shame or frighten a child. [KRS 199.898(1)]  | _____ | _____ |
| 2) Use harsh or demeaning language in the presence of children. [KRS 199.898 (1)]   | _____ | _____ |
| (c) Discipline shall not be:  | _____ | _____ |
| 1) Delegated to another child. [KRS 199.898(1)]   | _____ | _____ |
| 2) Related to food, rest or toileting. [KRS 199.898(1)]   | _____ | _____ |

a.	Food shall not be withheld or given as a means of discipline. [KRS 199.898(1)]		
b.	A child shall not be disciplined for lapses in toilet training. [KRS 199.898(1)]		
c.	A child shall not be disciplined for not sleeping during rest time. [KRS199.898(1)]		
5	A child shall be released from the family child care home to, the child's custodial parent, the person designated in writing by the parent to receive the child; or in an emergency a person designated over the telephone by the parent. [ Section 11(48)(a)(b)(c)]		
<b>H. Child Health:</b>			
1.	To assure a healthy environment, the provider shall maintain a: [Section 11(49)(a)(b)]		
(a)	Current immunization certificate for each child within thirty (30) days of enrollment unless an attending physician or parent objects to the immunization of a child pursuant to KRS 214.036.		
(b)	DCC-180, Child's Health and Emergency Information form, completed and signed by the child's parent or guardian, retained on file on the first day the child attends.		
2.	A provider shall provide immediate notification of a medical emergency to the parent, person exercising custodial control; or if the parent or person exercising custodial control is unavailable, family physician. [Section 11(50)(a)(b)(c)]		
3.	A quiet, separate area that can be easily supervised shall be provided for a child too sick to remain with other children. [Section 11(51)]		
4.	Prescription medication shall not be administered to a child in care, except as authorized by a licensed physician and the daily written request of the parent or guardian. [Section 11(52)(a)(b)]		
5.	Nonprescription medication shall be administered to a child only with the written daily request of parent or guardian. [Section 11(53)]		
6.	The caregiver shall: [Section 11(54)]		
(a)	Be able to recognize symptoms of childhood illness.		
(b)	Be able to provide basic first aid.		
(c)	Maintain a child care program that assures affirmative steps are taken to protect children from abuse and neglect pursuant to KRS 600.020, and		
(d)	Maintain daily attendance records documenting the arrival and departure time of each child.		
<b>I. Transportation:</b>			
1.	If transportation is provided or arranged by the family child care home provider, the provider shall: [Section 12(1)]		
(a)	Have written permission from a parent or guardian to transport his child.		
(b)	Have a car or van equipped with seat belts.		
(c)	Require that a child be individually seat-belted; remain seated while in the vehicle is in motion and if a child is under forty (40) inches in height be transported in the back seat and restrained in a federally-approved motor vehicle safety seat in good repair.		
(d)	Have a valid driver's license issued by the Division of Motor Vehicles.		
(e)	Have emergency and identification information about each child in the vehicle whenever children are being transported.		
(f)	Conform to state laws pertaining to vehicles, driver's license and insurance pursuant to KRS 186.020, 216.530 and 281.600.		
2.	A child shall not be left unattended in a vehicle. [ Section 12(2)]		

- [illegible]

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## FOR AGENCY USE ONLY

Purpose of Visit:

\_\_\_\_\_ Initial Application  
\_\_\_\_\_ Certification Renewal     Date \_\_\_\_\_  
\_\_\_\_\_ Other

Reason \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Corrective Action Recommended     Date \_\_\_\_\_

\_\_\_\_\_ Full Compliance Achieved     Date \_\_\_\_\_

The information in this report has been reviewed with me by:

-

\_\_\_\_\_  
**Family Child Care Provider**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## PHYSICIAN'S STATEMENT

KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR COMMUNITY BASED SERVICES  
DIVISION OF CHILD CARE  
275 EAST MAIN ST. 3 C-F, FRANKFORT, KY 40621

### CERTIFICATION PROGRAM FOR CHILD CARE PROVIDER

Child Care Provider's Name: \_\_\_\_\_

Address/City/State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

The above named person has applied to become a state certified family child care home provider. This person will be solely responsible for the care of up to six (6) unrelated children in addition to related children. She/he will be working an average of eight (8) to the (10) hours per day, five (5) days per week.

In your medical opinion, is this person physically capable of assuming these job responsibilities.

YES \_\_\_\_\_ NO \_\_\_\_\_

If no, who not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

Physician's Name (please print) \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_

# Instructions

## CRIMINAL RECORD CHECKS

The forms on the following pages can be used to request criminal record checks. You may choose to use records from **either the State Police or the Administrative Office of the Courts. Reports from both agencies are NOT required.**

The Family Child Care Regulation 922 KAR 2:100, Section 2 (2)(c) and Section 2 (3)(a) **require a criminal record check on:**

- **a provider (applicant) and**
- **any other adults living in the provider's home**
- **substitute and assistant providers**

### FOR YOUR INFORMATION:

- Both agencies have included directions on their attached forms.
- Both agencies require a **\$10 fee for each record.**
- **The Administrative Office of the Courts (AOC)** will not mail records directly to the Division of Child Care. The AOC will send the report to you; and you will then need to forward the report to the Division of Child Care, 275 East Main Street, 3 C-F, Frankfort, Ky. 40621.
- **The Kentucky State Police** Records Section will send a copy of the criminal records checks directly to the Division of Child Care, **if** you send them a stamped envelope addressed to the Division of Child Care, 275 East Main Street, 3 C-F, Frankfort, Ky. 40621. If you want the record checks sent directly to the Division of Child Care, follow the instructions on the State Police form.

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## **REQUEST FOR CONVICTION RECORD/CERTIFICATION ONLY**

Pursuant to KRS 17.165, request is made for any record of conviction of a crime by the person identified herein. This information shall be released to:

CABINET FOR HEALTH AND FAMILY SERVICES, DEPT. FOR COMMUNITY BASED SERVICES,  
DIVISION OF CHILD CARE, 275 EAST MAIN STREET 3C-F, FRANKFORT, KENTUCKY 40621

Agency Name and Address

**I know that the Kentucky State Police (KSP) will provide the Division of Child Care with any record I may have for conviction of any crime. I know that I have a right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the KSP and any KSP employee from any claim for damages arising from the dissemination of inaccurate information.**

### **APPLICANT INFORMATION**

Name \_\_\_\_\_  
*Last First Middle Maiden*

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Sec. No. \_\_\_\_\_

Scars, marks, amputations \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

**Thumb Print (right)**

### **INSTRUCTIONS**

All applicable information should be completed.

A legible inked impression of the right thumb of the subject should be placed in the block "thumb print".

A check should be made payable to the **Kentucky State Treasurer** in the amount of **\$10.00** for each submitted form.

Requests should be accompanied by **two stamped envelopes** – one bearing the name and address of the Division of Child Care and the other bearing your name and address.

**Return forms to:**

**KENTUCKY STATE POLICE  
ATTN: ANNA MAPP  
RECORDS SECTION  
1250 LOUISVILLE ROAD  
FRANKFORT, KENTUCKY 40601**

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The process to obtain the information contained in the CourtNet Disposition System is as follows:

- Individuals** Requesting a record on yourself requires a \$10.00 fee (**check or money order**). Enclose a self addressed stamped envelope for a return reply.
- Nonprofit Health Care Housing Auth** Requesting a record on individuals requires a \$10.00 fee (**check or money order**) and your nonprofit number (Form #51-A-126). Your return envelope must be addressed with adequate postage, and the other envelope only needs the address of the person being checked.
- Licensing/ Others** A request for licensing purposes and on another person requires a \$10.00 fee (**check or money order**) and must include two envelopes. Your return envelope must be addressed with adequate postage, and the other only needs the address of the person being checked.
- Government** Government entities must provide both envelopes mentioned above, a tax exempt number for waiver of fees, contact person, phone number, and mailing address on their request. Multiple inquires can be made on a continuation form.

**Fees are paid to the order of the KENTUCKY STATE TREASURER by check or money order ONLY. FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED.** If you suspect information contained on the record is incorrect, or have any questions, please contact Pretrial Services Records Division at (502) 573-1682 or (800) 928-6381.

PLEASE PRINT OR TYPE THE INDIVIDUALS INFORMATION CLEARLY.

SOCIAL SECURITY NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

MAIDEN OR ALIAS NAMES: \_\_\_\_\_

STREET ADDRESS / P.O. BOX: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

I understand the information supplied by me must be truthful and falsification with an intent to mislead may result in my prosecution under KRS. 523.100. I have provided the basic information necessary to qualify for record processing and exemption of fees - **if applicable**.

Date

\_\_\_\_\_  
Individual's Signature

\_\_\_\_\_  
E-mail address(sent to this e-mail only)

\_\_\_\_\_  
Non-Profit Number (Form 51-A-126), or Tax Exempt Number

Would you like the CourtNet Records e-mailed? ☐ Yes ☐ No

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Company

\_\_\_\_\_  
Requestor/Contact Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Please denote which purpose applies to this request:

\_\_\_\_ Employment

\_\_\_\_ Criminal Investigation

\_\_\_\_ Screening Housing Applicants

\_\_\_\_ Volunteer/Care over Juvenile

\_\_\_\_ Licensing

\_\_\_\_ Other (please explain) \_\_\_\_\_

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# CENTRAL REGISTRY CHECKS RELEASE AUTHORIZATION

FOR  
SUBSTITUTES/ASSISTANTS/EMPLOYEES  
In a CERTIFIED FAMILY CHILD CARE HOME

I hereby authorize the Cabinet for Health and Family Services, Department for Community-Based Services, Division of Child Care, to perform Child Abuse/Neglect (CAN) check of the Central Registry; **and** to provide the person specifically mentioned below with the results of the record checks. These checks are to determine if I qualify for employment with the child care provider named below. **922 KAR 2:100 prohibits employment of persons who have a substantiated incident of abuse or neglect of a child or who has a history of behavior that may impact the safety or security of a child in care.**

NAME OF CHILD CARE PROVIDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERSONAL INFORMATION: (PLEASE PRINT)  
THE FOLLOWING MUST BE COMPLETED IN ORDER TO PROCESS REQUEST

NAME: \_\_\_\_\_  
(First) (Middle) (Maiden) (Last)

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Present Address: \_\_\_\_\_

List information about your own children:

Child's Name	Date of Birth	Social Security #

I release the Cabinet for Health and Family Services, Department for Community-Based Services, its officers, agents and employees from any liability or damages resulting from the release of this information.

\_\_\_\_\_  
Signature Date Witness Date

MAIL TO:

DEPARTMENT FOR COMMUNITY-BASED SERVICES  
DIVISION OF CHILD CARE  
275 East Main 3 C-F, Frankfort, Ky 40621

OFFICIAL USE ONLY: RESULTS OF RECORD CHECKS

Child Abuse/Neglect

Physical Abuse	<input type="checkbox"/> Substantiated <input type="checkbox"/> Found & Substantiated
Sexual Abuse/Exploitation	<input type="checkbox"/> Substantiated <input type="checkbox"/> Found & Substantiated
Neglect	<input type="checkbox"/> Substantiated <input type="checkbox"/> Found & Substantiated

There are no investigations with the above findings as of: \_\_\_\_\_  
(Date) (Initials)

AGENCY USE ONLY

Referral to Specialist:  
Yes: No:

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**Summary of Immunization Requirements for School, Daycare & Head Start**  
*(Refer to 902 KAR 2:060 for details on exceptions and exemptions)*

<b>If a child is this age</b>	<b>These immunizations are required for attendance</b>
<3 months	None
≥3 - <5 months	1 DTaP or DTP; 1 IPV or OPV; 1 Hib; 1 Hep B
≥5 - <7 months	2 DTaP or DTP, or combination of the two; 2 IPV or OPV, or combination of the two; 2 Hib; 2 Hep B
≥7 - <12 months	3 DTaP or DTP, or combination of the two; 2 OPV or IPV, or combination of the two; 3 Hib <sup>1</sup> ; 2 Hep B
≥12 - <16 months	3 DTaP or DTP, or combination of the two; 2 OPV or IPV, or combination of the two; 3 Hib <sup>1,2</sup> ; 3 Hep B
≥16 - <19 months	4 DTaP or DTP, or a combination of the two; 2 OPV or IPV, or a combination of the two; 4 Hib <sup>1,2</sup> ; 3 Hep B; 1 MMR ≥ 12 months of age
≥19 - 49 months	4 DTaP or DTP, or a combination of the two; 3 OPV or IPV, or a combination of the two; 4 Hib <sup>1,2</sup> ; 1 MMR ≥ 12 months of age; 1 Varicella <sup>3</sup> ; 3 Hep B
≥49 months - <5 years	4 DTaP or DTP, or a combination of the two; 3 OPV or IPV, or a combination of the two; 4 Hib <sup>1,2</sup> ; 1 MMR ≥ 12 months of age & 2 <sup>nd</sup> measles containing vaccine; 3 Hep B; 1 Varicella <sup>3</sup>
≥ 5 years - <7 years	5 DTaP or DTP <sup>4</sup> , or a combination of the two; 4 OPV or IPV <sup>5</sup> , or a combination of the two; 1 MMR ≥ 12 months of age & 2 <sup>nd</sup> measles containing vaccine; 3 Hep B; 1 Varicella <sup>3</sup>
≥7 years	5 DTaP or DTP <sup>4</sup> , or combination of the two; 1 dose of Td given at 11-12 years of age, if at least five (5) years has elapsed since the last dose of DTaP, DTP, TT, DT or Td; 4 OPV or IPV <sup>5</sup> , or combinations of the two; 1 MMR ≥ 12 months of age & 2 <sup>nd</sup> measles containing vaccine for children born 10/01/90 or later; 3 Hep B <sup>6</sup> for those born 10/1/92 or later
At 6 <sup>th</sup> grade entry	1 MMR ≥ 12 months of age and 2 <sup>nd</sup> measles containing vaccine; 3 Hep B <sup>6</sup>
≥10 years since last DTaP, DTP or Td	1 Td

**Notes:**

1. If first two doses of Hib vaccine were meningococcal protein conjugate, the third dose may be omitted and the child shall be considered as having received three (3) doses.
2. If Hib vaccine has been administered on or after 15 months of age, the child is not required to have further doses.
3. One (1) dose of varicella, unless a parent, guardian, or physician states that the child has had chickenpox disease.
4. If the 4<sup>th</sup> dose of DT, DTP or DTaP was administered on or after the fourth birthday, the fifth dose shall not be required.
5. If the 3<sup>rd</sup> dose of IPV or OPV was administered on or after the fourth birthday, the fourth dose shall not be required.
6. Children 11-15 years of age may receive an alternate two-dose series consisting of two 10 mcg doses of Merck's RecombivaxHB separated by 4-6 months.

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COMMONWEALTH OF KENTUCKY  
IMMUNIZATION CERTIFICATE

(Required of each child enrolled in a public or private school, preschool program, day care center,  
certified family child care home, or other licensed facility which cares for children.)

Name of Child \_\_\_\_\_ Birthdate \_\_\_\_\_  
(Last) (First) (Middle)

Name of Parent or Guardian \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

DIPHTHERIA, TETANUS, PERTUSSIS\*#1 \_\_\_\_/\_\_\_\_/\_\_\_\_ #3 \_\_\_\_/\_\_\_\_/\_\_\_\_ #4 \_\_\_\_/\_\_\_\_/\_\_\_\_ #5 \_\_\_\_/\_\_\_\_/\_\_\_\_

POLIO VACCINES #1 \_\_\_\_/\_\_\_\_/\_\_\_\_ #3 \_\_\_\_/\_\_\_\_/\_\_\_\_ #4 \_\_\_\_/\_\_\_\_/\_\_\_\_

MMR (Measles, Mumps, Rubella)\*\* #1 \_\_\_\_/\_\_\_\_/\_\_\_\_ #2 \_\_\_\_/\_\_\_\_/\_\_\_\_ Other \_\_\_\_/\_\_\_\_/\_\_\_\_ Other \_\_\_\_/\_\_\_\_/\_\_\_\_

Hib\*\*\* #1 \_\_\_\_/\_\_\_\_/\_\_\_\_ #2 \_\_\_\_/\_\_\_\_/\_\_\_\_ #3 \_\_\_\_/\_\_\_\_/\_\_\_\_ #4 \_\_\_\_/\_\_\_\_/\_\_\_\_

Hepatitis B\*\*\*\* #1 \_\_\_\_/\_\_\_\_/\_\_\_\_ #2 \_\_\_\_/\_\_\_\_/\_\_\_\_ #3 \_\_\_\_/\_\_\_\_/\_\_\_\_ or #1 \_\_\_\_/\_\_\_\_/\_\_\_\_ #2 \_\_\_\_/\_\_\_\_/\_\_\_\_ (adult dose)

Varicella \*\*\*\*\* #1 \_\_\_\_/\_\_\_\_/\_\_\_\_ or child has had chickenpox disease (X) \_\_\_\_.

\*DTaP, DTP, DT, Td \*\*MMR for one dose, measles-containing for second. \*\*\*Hib not required at age 5 years or more. \*\*\*\* Alternative two dose series of approved adult hepatitis B vaccine for children 11-15 years of age. \*\*\*\*\*Varicella required for children 19 months to 7 years unless a parent, guardian or physician states that the child has had chickenpox disease.

This child is current for immunizations until \_\_\_\_/\_\_\_\_/\_\_\_\_, (two weeks after the next shot is due) after which this certificate is no longer valid and a new certificate must be obtained.

I CERTIFY THAT THE ABOVE NAMED CHILD HAS RECEIVED IMMUNIZATIONS AS STIPULATED ABOVE.

Signature of physician, Health Dept., or their designee \_\_\_\_\_ Date \_\_\_\_\_

This Certificate should be presented to the school or facility in which the child intends to enroll and should be retained by the school or facility and filed with the child's health record. EPID-230 (Rev 8/2002)

COPY  
FOR ILLUSTRATION PURPOSES

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## **CHILDREN AND PARENT RIGHTS PURSUANT TO KRS 199.898**

**All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:**

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment; and
- (c) The right to be in the care of adults who shall meet their health, safety and developmental needs.

**Parents, custodians or guardians of children specified in subsection (1) of this section shall have the following rights:**

- (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- (b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
- (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian or child;
- (d) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential;
- (e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child care home, or the provider or program receiving public funds within the past year; and
- (f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

**The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian or guardian of the child at the time of the child's enrollment in the program.**

**Effective: July 15, 1998**

**Division of Child Care  
275 East Main Street  
3C-F, Frankfort, KY 40621  
Telephone # 1-800-421-1903**

## **CHILD CARE RESOURCE AND REFERRAL AGENCIES (CCR&Rs)**

**A child care resource and referral agency (CCR&R) is a community organization that provides supportive services to the local child care system. There are sixteen (16) CCR&R agencies in Kentucky. Although each CCR&R functions differently, they provide similar services. Some of these services include:**

- Publishes a newsletter that addresses child care issues.
- Educates parents on quality child care.
- Recruits child care providers.
- Offers training and technical assistance to child care providers.
- Provides referrals to licensed and certified child care programs.
- Offers help to those interested in starting a child care program.
- Consults with employees about meeting the child care needs of their employees.
- Identifies the needs of children and families in the community.
- Has access to an up-to-date listing of all child care providers in the area.
- Maintains a resource library that is available to child care providers.

See the following list of Kentucky CCR&Rs. If interested in training or other services listed above, please call the CCR&R listed for your county.

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# KENTUCKY'S CCR&R NETWORK

## (Child Care Resource & Referral Agencies)

(Rev. 11/03)

### AUDUBON AREA CCR&R (*Green River/Pennyryle ADDS*)

Nancy Roberts, R&R Coordinator (*Green River ADD*)  
P. O. Box 20004, 1800 W. 4th St. (Zip 42302)  
Owensboro KY 42304-0004  
270-686-1668 or 800-995-2277 FAX (270) 686-1656  
Counties Served: Daviess, Hancock, Henderson, McLean, Ohio, Union, Webster

Suzanne Stumpf, R & R Coordinator (*Pennyryle ADD*)  
2000 College Dr., Madisonville Community College  
Madisonville, KY 42431  
Phone 800-494-2249 or (270) 824-8629  
Fax (270) 821-1555  
Counties Served: Caldwell, Christian, Hopkins, Crittenden, Livingston, Lyon, Muhlenberg, Todd, Trigg

### CHILD CARE COUNCIL OF KY INC. (*Bluegrass ADD*)

Bradley Stevenson, Executive Director  
1460 Newtown Pike, Suite 101, Lexington KY 40511  
859-254-9176 or 800-809-7076 FAX (859) 225-5435  
Counties Served: Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott, Woodford

### COMMUNITY COORDINATED CHILD CARE (*Jefferson/Salt River, Lincoln Trail ADDS*)

Susan Vessels, Executive Director  
Rose Lyn Greene, Community Relation Manager (*Jefferson/Salt River ADD*)  
1215 South Third Street, Louisville KY 40203  
502-636-1358 or 800-928-1350 FAX 502-636-1488  
Counties Served: Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer, Trimble

Kathy King, Lincoln Trail Manager  
Carol Thomas, Training Specialist (*Lincoln Trail ADD*)  
54 First Street, Elizabethtown, KY 42701  
270-360-9911 or 800-879-0998 FAX 270-360-8877  
Counties Served: Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, Washington

### COMPREHENSIVE COMMUNITY CHILD CARE (4C'S) (*Northern KY ADD*)

Elaine Ward, Associate Executive Director  
1225 E. McMillan, Cincinnati, Ohio 45206  
513-221-0033 ext. 315 FAX: 513-221-0393

Laura Heuser, Manager, (*Northern Kentucky ADD*)  
20 North Grand Avenue, Ste 1A, Ft. Thomas KY 41075  
859-781-3511 or 800-315-7878 FAX 859-781-3544  
Counties Served: Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, Pendleton

### EASTERN KENTUCKY CHILD CARE COALITION (*Big Sandy/Cumberland Valley ADDS*)

Vacant, Executive Director  
June Widman, Assistant Director  
P. O. Box 267, 1835 Big Hill Road, Berea KY 40403  
859-986-5896 or 800-548-4599  
FAX 859-986-0801  
Counties Served: Floyd, Johnson, Magoffin, Martin, Pike, Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle, Whitley

Pat Hites, R&R Coordinator (*Big Sandy ADD*)  
Cheryl Endicott, Referral Technician BSCAP  
240 Francis Street, Prestonsburg, KY 41653  
Phone # 888-872-7227 Fax # 606-886-2955  
Counties Served: Floyd, Johnson, Magoffin, Martin, Pike

CarrollAnn Busher, R&R Coordinator (*Cumberland Valley ADD*);  
Carolyn Decker, Referral Technician KCEOC Bldg.  
P. O. Box 927, Barbourville, KY 40906  
Phone # 877-484-5780 Fax # 606-546-4863  
Counties Served: Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle, Whitley

CarrollAnn Busher, Resource Specialist (*Lake Cumberland ADD*);  
Pam Newell, R&R Technician  
2371 Monticello Road, Somerset, KY 42501  
606-679-0167 or 800-354-3703 FAX 606- 678-4836  
Counties Served: Adair, Casey, Clinton, Cumberland, Green, McCreary, Pulaski, Russell, Taylor, Wayne

### LKLP COMMUNITY ACTION COUNCIL, INC. (*Ky River ADD*)

Mona Sammons, Director  
165 Carr Creek Hill Road, Red Fox, KY 41847  
606-642-3332 or 800-633-7651 FAX 606-642-3775  
Counties Served: Breathitt, Knott, Lee, Leslie, Letcher, Owsley, Perry, Wolfe

### LICKING VALLEY CAP INC. (*Buffalo Trace/Gateway ADDS*)

Melissa Kane, R & R Coordinator (*Buffalo Trace ADD*)  
203 High Street, Flemingsburg KY 41041  
606-845-0081 or 800-327-5196 FAX 606-845-0418  
Counties Served: Bracken, Fleming, Lewis, Mason, Robertson

Amy Ripatoe, R & R Coordinator (*Gateway ADD*)  
121 E Second St, Morehead, KY 40351  
606-783-7006 or 800-888-2770 FAX 606-784-1011  
Counties Served: Bath, Menifee, Montgomery, Morgan, Rowan

### NORTHEAST KENTUCKY AREA DEVELOPMENT COUNCIL INC. (*FIVCO ADD*)

Ben Bingham, Dir., David Carroll, R & R Coordinator  
539 Hitchens Avenue, Olive Hill KY 41164  
606-286-4443 or 800-817-4443 FAX 606-286-6733  
Counties Served: Boyd, Carter, Elliott, Greenup, Lawrence

### PURCHASE AREA CCR&R (*Purchase ADD*)

Beth Carrico, R & R Coordinator  
P. O. Box 588, 1002 Medical Dr, Mayfield KY 42066  
270-251-6171 or 877-352-5183 FAX 270-251-6110  
Counties Served: Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, McCracken, Marshall

### WKU TRAINING & TECHNICAL ASSISTANCE SERVICES (*Barren River ADD*)

Sherri Meyer, R&R Coordinator  
Western Kentucky University, 151 Jones Jagers Hall  
1 Big Red Way, Bowling Green KY 42101  
270-745-2216 or 800-621-5908 FAX 270-745-7089  
E-Mail: sherri.meyer@wku.edu  
Counties Served: Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson, Warren

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# **THE CHILD AND ADULT CARE FOOD PROGRAM**

The Child and Adult Care Food Program (CACFP) provides nutritious meals to participants enrolled in child care centers, day care homes, and adult care centers. It gives young children a chance to try many different types of foods and helps teach them how to choose foods that are good for them.

## **HOW DOES IT WORK?**

Through the CACFP the federal government helps certain kinds of organizations and facilities pay for nutritious meals they serve to participants. The program is available to:

- \* Public and private nonprofit organizations providing licensed nonresidential day care services, such as:
  - \*Day care centers
  - \*Centers that care for school-age children when they are not in school
  - \*Day care homes (homes licensed/approved to care for up to 12 children)
  - \*Institutions providing day care for handicapped children
  - \*Adult care centers
- \* Private for-profit centers
- \* Others meeting program regulations

Child care centers, outside-school hours centers, and adult care centers can participate in the CACFP either independently or through a sponsoring organization that accepts full administrative and financial responsibility for the program. Day care homes must participate through a sponsoring organization; they cannot enter the CACFP directly.

## **WHO CAN BE SERVED?**

The CACFP can reimburse participating facilities and organizations for meals served to children 12 years and younger. There are two exceptions: children of migrant workers can be as old as 15 years old; and people with physical or mental handicaps can be any age if they receive care at a center where most of the enrollees are 18 years old or younger. Adult day care centers are reimbursed for meals served to participants enrolled in the center for care.

## **ELIGIBILITY REQUIREMENTS**

All institutions that receive funds through the CACFP must have a license/approval issued by the Cabinet for Families and Children. For more information, call the Division of Licensing and Regulations, (502)564-2800. A sponsoring organization that is responsible for the administration of the CACFP funds does not have to be licensed for day care services, but the facility actually caring for children and adults must be licensed.

All non-private sponsors must have tax exempt status under the Internal Revenue Code of before they apply for participation in the CACFP. Family day care homes are not required to be tax-exempt, but their sponsors that are private organizations must be tax-exempt.

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## MEAL SERVICE

All institutions participating in the CACFP must serve meals that meet nutrition standards set by the U.S. Department of Agriculture. Child care centers may receive reimbursement for up to two meals and one snack OR two snacks and one meal per child per day. Adult day care centers and family day care homes may receive reimbursement for up to two meals and one snack per participant per day.

## WHAT HELP IS AVAILABLE?

The CACFP provides financial assistance to child and adult care centers and sponsoring organizations of day care homes so the participants enrolled in day care can receive nutritious meals.

Program payments to child care centers, outside-school-hours care centers and adult care centers are calculated by the following equation:

$$\begin{array}{c} \text{Number of meals served to eligible participants} \\ \text{Multiplied by} \\ \text{The appropriate rates of reimbursement.} \end{array}$$

The rate for each participant depends on the size of the family and the family's income.

All meals served by day care homes under the CACFP are reimbursed at the payment rate for that type meal. Homes receive the full rate for each meal that meets program requirements. The sponsoring organization must pass the full food service payment to the day care home, unless the sponsoring organization provides part of the home's food service.

Day care home providers receive reimbursement for meals served to their own children only when (1) their household meets the family size and income standards for free and reduced-price meals and are participating in the CACFP and (2) other children who do not live in the home are enrolled and present in day care at the home and participating in the Program.

Separate administrative funds are provided to sponsoring organizations for each home they sponsor.

## ADMINISTERING AGENCY

In Kentucky, the CACFP is administered by the Kentucky Department of Education. For more details, write or call:

Denise Hagan, Program Manager  
Division of School & Community Nutrition  
1024 Capital Center Drive, Suite 250  
Frankfort, KY 40601  
(502)573-4390

[www.kde.state.ky.us/bmss/odss/dscn/scnemp.htm](http://www.kde.state.ky.us/bmss/odss/dscn/scnemp.htm)

The CACFP is available to all without regard to race, color, national origin, sex, age or disability. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

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# FAMILY DAY CARE HOME FOOD PROGRAM SPONSORS

## **ASHLAND CHILD DEVELOPMENT**

P. O. Box 2246, 1516 Central Avenue  
Ashland, KY 41105-2246  
Diane Zwick  
(800) 624-4531, (606) 329-1744 or 1550  
Counties served: Boone, Breathitt, Bracken, Bourbon, Bell, Bath, Boyd, Campbell, Clark, Clay, Carter, Estill, Elliott, Floyd, Fleming, Grant, Greenup, Harrison, Harlan, Jackson, Johnson, Kenton, Knox, Knott, Laurel, Lee, Lewis, Lawrence, Letcher, Leslie, Mason, Madison, Montgomery, Martin, Menifee, Magoffin, Nicholas, Owsley, Perry, Pendleton, Powell, Pike, Pulaski, Robertson, Rowan, Wolfe, Whitley

## **AUDUBON AREA COMMUNITY SERVICE**

P. O. Box 20004, 1800 W. 4th St. (Zip 42302)  
Owensboro KY 42304-0004  
Vickie Martin  
(270)-686-1667 or 800-995-2277 FAX (270) 686-1656  
Counties served: Caldwell, Christian, Crittenden, Daviess, Hancock, Henderson, Hopkins, Livingston, Lyon, McLean, Muhlenburg, , Ohio, Todd, Trigg, Union, Webster

## **BLUEGRASS COMMUNITY ACTION AGENCY**

3445 B. Versailles Road  
Frankfort, KY 40601  
Joann Travis  
(502) 695-4290 Fax (502) 695-1075  
Counties served: Anderson, Boyle, Franklin, Garrard, Jessamine, Lincoln, Mercer, Scott, Shelby, Woodford

## **BRIGHTON CENTER, INC.**

P. O. Box 325, 706 Park Street  
Newport, KY 41072  
Rebecca Ledger  
(859) 491-8303 Fax (859) 491-8702  
Counties served: Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, Pendleton

## **CENTRAL KY COMMUNITY ACTION COUNCIL**

P. O. Box 830, 332 Hood Avenue  
Lebanon, KY 40033  
Shirley Buckman/Beverly Mattingly  
(270) 692-2136 Fax (270) 692-4530  
Counties served: Adair, Breckinridge, Garrard, Grayson, Green, Hardin, Hart, Larue, Lincoln, Marion, Meade, Nelson, Pulaski, Rockcastle, Russell, Taylor, Washington, Wayne

## **CHILD CARE COUNCIL OF KY INC.**

1460 Newtown Pike, Suite 101  
Lexington KY 40511  
Carolyn Covington, Vickie Prater  
(859) 254-0876 or 800-809-7076 FAX (859) 225-5435  
Counties served: Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Montgomery, Nicholas, Powell, Scott, Woodford

## **CHILDREN, INC.**

1053 Madison Avenue  
Covington, KY 41011  
Becky Ailstock  
(859) 431-2075 Fax (859) 431-5217  
Counties served: Boone, Campbell, Grant, Kenton, Pendleton, Owen, Carroll, Gallatin

## **COMMUNITY COORDINATED CHILD CARE**

1215 South Third Street  
Louisville KY 40203  
Becky Lewis/Becky Cain  
Eula Somerville/Karen Veeley  
(502) 636-1358 or 800-928-1350 FAX (502)-636-1488  
Counties served: Allen, Barren, Bullitt, Butler, Carroll, Edmonson, Hart, Henry, Jefferson, Logan, Metcalfe, Monroe, Oldham, Shelby, Simpson, Spencer, Todd, Trimble, Warren

## **EASTERN KENTUCKY CHILD CARE COALITION**

P. O. Box 267, 1835 Big Hill Road  
Berea KY 40403  
Sandy Castle  
(859) 986-5896 or 800-548-4599 FAX (859) 986-0801  
Counties served: Adair, Bath, Bell, Breathitt, Casey, Clark, Clay, Clinton, Cumberland, Estill, Floyd, Garrard, Green, Harlan, Jackson, Johnson, Knott, Knox, Laurel, Lee, Leslie, Letcher, Lincoln, Madison, Magoffin, Martin, McCreary, Menifee, Montgomery, Morgan, Owsley, Perry, Pike, Powell, Pulaski, Rockcastle, Rowan, Russell, Taylor, Wayne, Whitley, Wolfe

## **FT. CAMPBELL CHILD DEVELOPMENT SERVICES**

Building 2188, 13 ½ & Ky Avenue  
Ft. Campbell, KY 42023-5407  
Peggy Barrett  
(270) 798-0529 FAX (270) 798-0512  
Counties served: Ft. Campbell Only

## **FT. KNOX CHILD DEVELOPMENT SERVICES**

Building 4768 Eighth Armor Div. Road  
Ft. Knox, KY 40121  
Sharon Orr  
(502) 624-6706 FAX (502) 624-2734  
Counties served: Ft. Knox Only

## **KENTUCKY RIVER FOOTHILLS HEADSTART**

501 Keenland Drive  
Richmond, KY 40475  
Phyllis Adams  
(859) 623-7233 FAX (859) 623-7235  
Counties served: Madison

## **LICKING VALLEY CAP INC**

203 High Street,  
Flemingsburg, KY 41041  
Melissa Kane  
(606) 845-0081 FAX (606) 845-0418  
Counties served: Bath, Bracken, Fleming, Lewis, Mason, Montgomery, Morgan, Robertson, Rowan

## **PURCHASE AREA DEVELOPMENT DISTRICT**

P. O. Box 588, 1002 Medical Drive  
Mayfield, KY 42066  
Kim Whitford  
(270) 247-7171 or 800-866-4213 FAX (270) 251-6110  
Counties served: Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, McCracken, Marshall

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**SERVICE APPEAL REQUEST**  
Cabinet for Families and Children  
Department for Community Based Services

**Customer Service Complaints**

**For resolution of a matter not subject to review through an administrative hearing, please contact the Office of Ombudsman at 1-800-372-2973. If you do not wish to speak with the Office of Ombudsman, you may submit your grievance in writing to a Service Region Administrator or designee no later than 30 days from the date of a Cabinet action to which you object.**

**SECTION 1.** The following matters are subject to review through an administrative hearing pursuant to 922 KAR 1:320, Service Appeals: (To request an administrative hearing, please check the box(es) appropriate to the specific nature of your service appeal and complete the reverse side of this form.)

**CHILD PROTECTIVE SERVICES INVESTIGATION** - An alleged perpetrator of child abuse or neglect may appeal the following:

- ☐ A cabinet finding of substantiated child abuse or neglect as described in 922 KAR 1:330, Child Protective Services.

**CHILD WELFARE SERVICES** - Families and children may appeal the following matters:

- ☐ Denial, in whole or in part, reduction, modification, suspension, or termination of a child welfare service as defined by 42 U.S.C. 625 and described in 42 U.S.C. 629a.
- ☐ Failure by the Cabinet to act upon a request for a child welfare service with reasonable promptness.
- ☐ Failure by the Cabinet to complete a case plan as defined in 42 U.S.C. 675(1) and KRS 620.230.

**FOSTER AND ADOPTIVE SERVICES** - A foster or adoptive parent may appeal the following matters:

- ☐ Failure by the Cabinet to process a foster care payment with reasonable promptness under 922 KAR 1:350, Family Preparation or adoption assistance payment under 922 KAR 1:050, Approval of Adoption Assistance with reasonable promptness.
- ☐ Restriction of access to cabinet sponsored foster home parent training that has been scheduled under 922 KAR 1:350, Family Preparation.
- ☐ Closure of a foster home under 922 KAR 1:350, Family Preparation, except when the reason for closure relates to abuse, neglect, or exploitation of a foster child, achievement of a permanency goal, or reunification with a sibling.
- ☐ Failure by the Cabinet to approve a prospective adoptive parent who meets the requirements of 922 KAR 1:100, Agency Adoptions, and 922 KAR 1:350, Family Preparation, for the placement of an adoptive child.
- ☐ Failure by the Cabinet to place an adoptive child in an approved adoptive parent's home with reasonable promptness.
- ☐ Except as otherwise provided by law, failure by the Cabinet to provide an adoptive parent with known relevant facts regarding the child, child's background prior to finalization of the adoption, or biological family.
- ☐ Failure by the Cabinet to advise an adoptive parent of the availability of adoption assistance as described by 42 U.S.C. 673 and 922 KAR 1:050, Approval of Adoption Assistance.
- ☐ Determination by the Cabinet that an adoptive parent is ineligible for adoption assistance upon execution of an adoptive placement agreement as described by 922 KAR 1:050, Approval of Adoption Assistance.
- ☐ Denial of a request for a change in payment level due to a change in an adoptive parent's circumstances at the time of renewal of an adoption assistance agreement as described by 922 KAR 1:050, Approval of Adoption Assistance.

**ADULT SERVICES** - An adult in need of services may appeal the following matters:

- ☐ Denial, in whole or in part, of a general adult service as described in 922 KAR 5:090, General Adult Services.
- ☐ Denial, in whole or in part, of protective services to an adult identified as a victim of abuse, neglect or exploitation in accordance with 922 KAR 5:070, Adult Protective Services.
- ☐ Failure by the Cabinet to act upon a request for general adult services or an adult protective service with reasonable promptness.

**CHILD CARE SERVICES** - A child care provider may appeal the following matters:

- ☐ Denial of a certificate to operate a family child care home, revocation of certification, suspension of certification for a non-emergency situation, or an intermediate sanction imposed on a certified family child care home provider as described by 922 KAR 2:100, Certification of Family Child Care Homes.
- ☐ Denial or termination of a child care provider's registration under 922 KAR 2:180, Requirements for Unregulated Provider Registration in the Child Care Assistance Program.

**FINANCIAL ASSISTANCE** - An individual applying for or currently receiving financial assistance under KAR Title 922 may appeal the following matters:

- ☐ Determination that an individual is ineligible for a tuition waiver under 922 KAR 1:450, Tuition waiver for foster and adopted children.
- ☐ Failure to respond with reasonable promptness, denial, reduction, suspension, or termination of any federally funded benefit, payment, or financial assistance to which an individual may be entitled under KAR Title 922. (Please state the type of financial assistance): \_\_\_\_\_

**OTHER**

- ☐ Any other matter by which state law or KAR Title 922 expressly permit the appeal of a cabinet action. (Please state the subject matter of your appeal): \_\_\_\_\_

Please identify the date of the disputed Cabinet action: Month_____ Day_____ Year_____

Name:	Title, if known:
Work Address:	
City:	County:

Name:	Title, if known:
Work Address:	
City:	County:

Name of Complainant (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Street/P.O. Box No.	City	State	Zip Code
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Telephone No.: \_\_\_\_\_ County of Residence: \_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

**For V/TDD Services  
Call the Office of the Ombudsman at 1-800-372-2973**

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1 CABINET FOR FAMILIES AND CHILDREN

2 Department for Community Based Services

3 Division of Policy Development

4  
5 922 KAR 2:100. Certification of family child care homes.

6 RELATES TO: KRS 13B.005 to 13B.070, 13B.125, 17.165, 186.020, 199.894(5),  
7 199.896(18), 199.898, 199.8982, 214.036, 600.020(1), 620.030

8 STATUTORY AUTHORITY: KRS 13B.170, 199.8982(1)(f)

9 NECESSITY, FUNCTION, AND CONFORMITY: KRS 199.8982(1)(f) requires  
10 the cabinet to promulgate administrative regulations to establish standards for the  
11 issuance, monitoring, release of information, renewal, denial, revocation, and  
12 suspension of a certificate of operation, and to impose minimum staff-to-child ratios for  
13 a family child care home. The statute authorizes the cabinet to establish minimum  
14 safety requirements for operation of a certified family child care home. This  
15 administrative regulation establishes minimum requirements intended to protect the  
16 health, safety, and welfare of children cared for by certified family child care home  
17 providers.

18 Section 1. Definitions.

19 (1) "Assistant" means a person:

20 (a) Sixteen (16) years of age or older;

21 (b) Under direct supervision of a provider or substitute provider; and

1 (c) Who meets the requirements listed in Section 2(3) of this administrative  
2 regulation.

3 (2) "Child" means a person under:

4 (a) Thirteen (13) years of age; or

5 (b) Eighteen (18) years of age if the minor has a special need in which  
6 supervision is required.

7 (3) "Corporal physical discipline " is defined by KRS 199.896(18).

8 (4) "Employee" means a person who:

9 (a) Works either paid or unpaid for a certified family child care home provider;  
10 and

11 (b) Meets the requirements of Sections 2(2)(a), (3), and (6) of this administrative  
12 regulation.

13 (5) "Family child care home" is defined by KRS 199.894(5).

14 (6) "Home" means the private primary residence of the certified family child care  
15 home provider.

16 (7) "Infant" means a child who is less than twelve (12) months of age.

17 (8) "Provider" means an owner, operator, or person who:

18 (a) Provides care for preschool children, school-age children, or both, inside his  
19 own home for less than twenty-four (24) hours a day;

20 (b) Is not required to be licensed under 922 KAR 2:090; and

21 (c) Meets the requirements of Section 2 of this administrative regulation.

22 (9) "Provider's own related children" means:

23 (a) The provider's own child or children;

(b) A child or children in the provider's legal custody;

(c) The provider's grandchild or grandchildren;

(d) The provider's niece or nieces;

(e) The provider's nephew or nephews;

(f) The provider's stepchild or stepchildren; or

(g) The provider's sibling.

(10) "Substitute provider" means a person who shall:

(a) Be used in the absence of a certified family child care home provider; and

(b) Meet the requirements of Section 10(8) and (9) of this administrative regulation.

(11) "Toddler" means a child between the age of twelve (12) months and twenty four (24) months.

## Section 2. Certification Process.

(1) The Department for Community Based Services shall be responsible for certifying a family child care home.

(2) An applicant for certification shall:

(a) Be at least eighteen (18) years of age;

(b) Submit within ninety (90) days of initiation of the application process:

1. A completed DCC-178, Application for Family Child Care Certification;

2. A completed DCC-179, Self-Check List; and

3. A nonrefundable certification fee pursuant to KRS 199.8982(1)(b);

(c) Meet the requirements of KRS 199.8982(1)(a); and

(d) Submit to a check of the central registry in accordance with 922 KAR 1:470.



(3) An adult living in the home of the applicant, an applicant's assistant, employee, and substitute shall submit:

(a) To a criminal records check required by KRS 17.165 within the past year by the Kentucky State Police or Administrative Office of the Courts;

(b) To a check of the central registry in accordance with 922 KAR 1:470; and

(c) Written verification from a licensed health care professional or a health department that the individual is free of active tuberculosis.

(4) Upon receipt of a completed application for certification, and a nonrefundable certification fee pursuant to KRS 199.8982(1)(b), cabinet staff shall:

(a) Review and process the application; and

(b) Conduct an unannounced inspection of the home pursuant to KRS 199.8982(1)(b).

(5) If the requirements of subsections (2) and (3) of this section have been met, an applicant shall be certified for a two (2) year period.

(6) Within three (3) months of submission to the cabinet of a complete DCC-178, an applicant shall demonstrate completion of training as required by KRS 199.8982(1)(a)6.

(7) The family child care home certificate shall:

(a) Be displayed in a prominent place, as required by KRS 199.8982(1)(c);

(b) Contain:

1. The name and address of the child care provider;

2. Maximum number of unrelated children who may be served;

3. Identification number; and

1           4. Effective and expiration date; and

2           (c) Be valid for only the:

3           1. Name of the individual authorized on the certificate to operate a family child  
4 care home; and

5           2. Residential address printed on the certificate.

6           (8) Family child care certification shall be renewed every two (2) years. The  
7 family child care home provider shall submit at least one (1) month prior to the  
8 expiration of certification:

9           (a) A completed DCC-178, Application for Family Child Care Certification;

10          (b) A nonrefundable renewal fee pursuant to KRS 199.8982(1)(b);

11          (c) A physician's statement documenting the family child care home provider's  
12 health is satisfactory for continued operation of a family child care home; and

13          (d) Proof that the family child care home provider continues to meet the minimum  
14 requirements specified in Sections 2, 3, and 10 through 14 of this administrative  
15 regulation.

16          (9) A change of location shall require:

17          (a) A completed DCC-178, Application for Family Child Care Certification; and

18          (b) An inspection of the new home.

19          Section 3. Denial of Application for Certification.

20          (1) An application for initial certification or renewal of certification as a family  
21 child care home provider shall be denied if the applicant, assistant, employee,  
22 substitute, or an adult residing in the household who has direct contact with a minor  
23 has:

1 (a) Abused or neglected a child according to a check of the central registry in  
2 accordance with 922 KAR 1:470; or

3 (b) A history of behavior that may impact the safety or security of a child in care  
4 including:

- 5 1. A criminal conviction of a violent crime or sex crime as defined in KRS 17.165;
- 6 2. A conviction for a drug-related felony; or
- 7 3. Other behavior or condition indicating inability to provide reliable care to a  
8 child.

9 (2) An application for certification as a family child care home shall be denied if  
10 the applicant:

11 (a) Fails to comply with the minimum certification standards specified in Sections  
12 10 through 14 of this administrative regulation and KRS 199.8982; or

13 (b) Knowingly misrepresents or offers false information on the application or  
14 other form required by the cabinet, pursuant to 922 KAR Chapter 2.

15 (3) Effect of previous denial or revocation:

16 (a) If an applicant for certification has had a prior certificate or license to operate  
17 a child care business denied or revoked, the cabinet shall grant the applicant a  
18 certificate to operate a family child care home if:

19 1. A two (2) year period has expired from the date of the prior denial or  
20 revocation; and

21 2. The applicant has:

22 a. The ability to comply with the provisions of this administrative regulation and  
23 KRS 199.8982;

1           b. Completed, since the time of the prior denial or revocation, sixty (60) hours of  
2 cabinet-approved training in developmentally appropriate child care practice; and

3           c. Not had an application, certificate, or license to operate as a child care  
4 provider denied or revoked for:

5           (i) Conviction of a violent crime or sex crime as defined in KRS 17.165; or

6           (ii) Abuse or neglect of a child according to a check of the central registry in  
7 accordance with 922 KAR 1:470.

8           (b) If a certificate is granted after the two (2) year period specified in paragraph  
9 (a) of this subsection, the provider shall serve a two (2) year probationary period during  
10 which the home shall be inspected on at least a quarterly basis.

#### 11           Section 4. Intermediate Sanctions.

12           (1) If the cabinet determines that a certified family child care home provider is in  
13 violation of this administrative regulation, the cabinet may:

14           (a) Require the provider to participate in additional training;

15           (b) Increase the frequency of monitoring by cabinet staff;

16           (c) Enter into an agreement with the provider detailing the requirements for  
17 remedying a violation and achieving compliance; or

18           (d) Notify or require the provider to notify a parent of a child who may be affected  
19 by the situation for which an intermediate sanction has been imposed.

20           (2) An intermediate sanction may result in a nonemergency suspension or  
21 revocation of certification if a certified family child care home provider:

22           (a) Fails to meet a condition of the intermediate sanction; or

23           (b) Violates a requirement of an intermediate sanction.

1           Section 5. Nonemergency Suspension.

2           (1) If the cabinet determines that a certified family child care home provider is in  
3 violation of this administrative regulation or fails to correct a deficiency by the date  
4 specified on the corrective action plan, a nonemergency suspension for a period not to  
5 exceed sixty (60) calendar days may occur.

6           (2) At least thirty (30) calendar days prior to the start date of a nonemergency  
7 suspension, a certified family child care home provider shall receive by personal service  
8 or through certified mail, return receipt requested, a written notice from the cabinet that:

9           (a) Specifies the:

10          1. Effective date;

11          2. Duration of the suspension; and

12          3. Corrective action necessary for reinstatement of the certification;

13          (b) Explains the reason for the suspension;

14          (c) Advises the family child care home provider of the right to request an appeal  
15 prior to the effective date of the nonemergency suspension;

16          (d) Specifies that the nonemergency suspension shall be stayed if an appeal is  
17 requested;

18          (e) Specifies that if the provider does not request an appeal of the  
19 nonemergency suspension or if the nonemergency suspension is upheld following the  
20 hearing, the provider shall cease operation of the family child care home during the  
21 period recommended for suspension;

22          (f) Specifies that suspension may lead to revocation; and

23          (g) Requires the family child care home provider to surrender the certificate of

operation to the cabinet when the suspension becomes effective.

(3) If a certified family child care home provider's certification has been suspended for a nonemergency reason, the cabinet or designated staff shall make reasonable efforts to:

(a) Notify a parent of each child in care; and

(b) Assist the parent in securing alternate child care arrangements.

(4) By the end of the nonemergency suspension period, certification shall be:

(a) Reinstated; or

(b) Revoked for failure to take corrective action necessary for reinstatement of the certification.

Section 6. Emergency Suspension. The cabinet shall take emergency action in accordance with KRS 13B.125, by issuing an emergency order that results in suspension of the operation of a certified family child care home.

(1) An emergency order shall:

(a) Be served to a certified family child care home provider by:

1. Certified mail, return receipt requested; or

2. Personal service; and

(b) Specify corrective action necessary for reinstatement of certification.

(2) Upon receipt of an emergency order, the provider shall surrender the certificate of operation to the cabinet.

(3) The cabinet or its designee shall make reasonable efforts to:

(a) Notify a parent of each child in care of the suspended provider; and

(b) Assist a parent in securing alternate child care arrangements.

1 (4) The provider's certification for operation of a family child care home shall be  
2 revoked if:

3 (a) The provider does not request a hearing; or

4 (b) The condition that resulted in the emergency order has not been corrected.

5 Section 7. Revocation.

6 (1) A family child care home provider's certification shall be revoked if the  
7 provider:

8 (a) Knowingly misrepresents or offers false information on the application or  
9 other form required by the cabinet pursuant to 922 KAR Chapter 2;

10 (b) Interferes with a cabinet representative's ability to perform an official duty;

11 (c) Refuses, during the hours of operation, access by a parent or cabinet  
12 representative to:

13 1. A child; or

14 2. Space in the home used for child care;

15 (d) Is convicted of a criminal charge that threatens the health, safety, or welfare  
16 of a child in care;

17 (e) Is unable to operate a family child care home due to a medical condition; or

18 (f) Is unable to continue to meet the requirements of KRS 199.8982(1) or  
19 Sections 2, 3, and 10 through 14 of this administrative regulation.

20 (2) If the cabinet determines that a condition of subsection (1) of this section  
21 exists, a written notice of revocation from the cabinet shall be delivered by personal  
22 service or through certified mail, return receipt requested, at least thirty (30) days prior  
23 to the effective date of the revocation. The notice shall:

1 (a) Explain the reason for the revocation;

2 (b) Specify that the child care provider shall cease operation as a certified family  
3 child care home upon revocation;

4 (c) Advise the family child care home provider of the right to request an appeal  
5 prior to the effective date of the revocation;

6 (d) Specify that revocation shall be stayed if an appeal is requested; and

7 (e) Require the family child care home provider to surrender the certificate of  
8 operation to cabinet staff when the revocation becomes effective.

9 (3) If a provider's certification has been revoked, the cabinet or designated staff  
10 shall make reasonable efforts to:

11 (a) Notify a parent of each child in care; and

12 (b) Assist the parent in securing alternate child care arrangements.

13 Section 8. Appeal of Denials, Intermediate Sanctions, Nonemergency  
14 Suspension and Revocation.

15 (1) If the cabinet denies certification, imposes an intermediate sanction,  
16 suspends certification for a nonemergency situation, or revokes certification, the family  
17 child care home provider shall be afforded a hearing in accordance with KRS Chapter  
18 13B.

19 (2) If an intermediate sanction or nonemergency suspension leads to revocation  
20 of certification, no further appeal shall be permitted.

21 Section 9. Appeal of Emergency Suspension.

22 (1) A certified family child care home provider may appeal an emergency order  
23 suspending operations, in compliance with KRS 13B.125(3).



1 (2) If a hearing officer's final order does not uphold an emergency suspension,  
2 the provider may resume providing child care.

3 Section 10. Standards for the Provider.

4 (1) Upon approval of certification as a family child care home, the provider shall:

5 (a) Meet minimum requirements established in KRS 199.8982 and Sections 2, 3,  
6 and 10 through 14 of this administrative regulation;

7 (b) Complete annually at least six (6) hours of cabinet-approved child  
8 development training beginning with the second year of operation; and

9 (c) Obtain commercial liability insurance of at least \$50,000 per child, per  
10 occurrence.

11 (2) A provider shall not provide care for more unrelated children than the number  
12 authorized on the certificate of operation.

13 (3) If the provider cares for more than four (4) infants, including the provider's  
14 own or related infants, the provider shall have an assistant present.

15 (4) A provider shall not care for more than six (6) children under the age of six (6)  
16 years old, including the provider's own or related children.

17 (5) The maximum number of unrelated children in the care of a certified family  
18 child care home provider shall not exceed six (6). A provider may care for four (4)  
19 related children in addition to six (6) unrelated children for a maximum child care  
20 capacity of ten (10).

21 (6) The certified family child care home provider shall be currently certified in:

22 (a) Infant and child cardiopulmonary resuscitation or "CPR" by an agency  
23 approved by the Cabinet for Health Services or Board of Emergency Services; and

(b) Infant and child first aid by an agency approved by the Cabinet for Health Services or Board of Emergency Services.

(7) If a provider operates the in-home child care business for twenty-four (24) consecutive hours, the provider shall:

(a) Receive an eight (8) hour period of respite after working sixteen (16) consecutive hours; and

(b) Employ an assistant or employee during the period of respite.

(8) A substitute provider shall be:

(a) Eighteen (18) years of age or older;

(b) Certified by a cabinet-approved agency in:

1. Infant and child CPR; and

2. Infant and child first aid.

(9) A substitute provider used in the absence of the family child care home provider in excess of fourteen (14) calendar days during a one (1) year period shall demonstrate completion of at least six (6) hours of cabinet-approved training in:

(a) Basic health, safety, and sanitation;

(b) Recognizing and reporting child abuse; and

(c) Developmentally-appropriate child care practice.

Section 11. The Family Child Care Home Environment.

(1) The provider's home and each play area used for child care shall:

(a) Be safe; and

(b) Have adequate:

1. Heat;

1           2. Light; and

2           3. Ventilation.

3           (2) Each floor level used for child care shall have at least one (1):

4           (a) Unblocked exit to the outside;

5           (b) Smoke detector;

6           (c) Fire extinguisher; and

7           (d) Carbon monoxide detector if the home:

8           1. Uses fuel burning appliances; or

9           2. Has an attached garage.

10          (3) New applicants and providers who change location after the effective date of  
11 this administrative regulation shall:

12          (a) Meet the requirements of subsection (2)(b) through (d) of this section; and

13          (b) Have at least two (2) unblocked exits to the outside on each floor level used  
14 for child care.

15          (4) The home and areas accessible to children in care shall be free of hazards  
16 and the following items shall be inaccessible to a child in care:

17          (a) Cleaning supplies, poisons, paints, and insecticides;

18          (b) Knives, scissors and sharp objects;

19          (c) Power tools, lawn mowers, hand tools, nails, and other equipment;

20          (d) Matches, cigarettes, lighters, combustibles, and flammable liquids;

21          (e) Alcoholic beverages;

22          (f) Plastic bags; and

23          (g) Litter and rubbish.

1 (5) Medication, including medicine that requires refrigeration shall be stored in a  
2 container or area with a lock to ensure a child is unable to access the medication within  
3 the container or area.

4 (6) Guns shall be stored in a locked container which, in order to be opened,  
5 requires a:

6 (a) Key; or

7 (b) Combination.

8 (7) Electrical outlets not in use shall be covered.

9 (8) An electric fan, floor furnace, or freestanding heater or fireplace, shall:

10 (a) Be out of the reach of a child; or

11 (b) Have a safety guard to protect a child from injury.

12 (9) The home shall have:

13 (a) At least one (1) working telephone on each level used for child care with a  
14 residential or commercial line; and

15 (b) A list of emergency numbers posted by each telephone, including numbers  
16 for the:

17 1. Police;

18 2. Fire station;

19 3. Emergency medical care, rescue squad; and

20 4. Poison control center.

21 (10) Equipment and toys shall be:

22 (a) Developmentally appropriate to the age of children in care;

23 (b) In sufficient quantity for the number of children in care; and

1 (c) Safe, sound, clean, and in good repair.

2 (11) Television or video viewing by a child shall be limited to developmentally-  
3 appropriate child-related content.

4 (12) Stairs and steps used for children in care shall be:

5 (a) Solid;

6 (b) Safe; and

7 (c) Railed.

8 (13) If an infant or toddler is in the care of a provider, indoor stairs with more  
9 than two (2) steps shall be blocked.

10 (14) The provider shall:

11 (a) Maintain first aid supplies that are easily accessible for use in an emergency,  
12 but these supplies shall be inaccessible to the children in care; and

13 (b) Wash superficial wounds with soap and water before bandaging.

14 (15) First aid supplies shall include a fully-equipped first aid kit containing the  
15 following nonexpired items:

16 (a) Liquid soap;

17 (b) Adhesive bandages;

18 (c) Sterile gauze;

19 (d) Medical tape;

20 (e) Scissors;

21 (f) A thermometer;

22 (g) Flashlight;

23 (h) Cold pack;

1 (i) First-aid book;

2 (j) Disposable gloves; and

3 (k) A CPR mouthpiece.

4 (16) Exclusive of the bathroom and storage area, an indoor area, including  
5 furnishings, used for child care shall contain at least thirty-five (35) square feet per child  
6 for:

7 (a) Play; and

8 (b) Activities that meet the developmental needs of the children in care.

9 (17) An outdoor play area shall be free of hazards.

10 (18) Each child in an outdoor play area shall be under the direct supervision of  
11 the provider, substitute, employee, or assistant.

12 (19) Outdoor stationary play equipment shall be:

13 (a) Securely anchored;

14 (b) Developmentally appropriate;

15 (c) Age appropriate; and

16 (d) Safe.

17 (20) A trampoline shall not be accessible to a child in the care of a provider.

18 (21) A swimming pool on the premises shall:

19 (a) Be maintained;

20 (b) Have a water filtering system;

21 (c) Be supervised when in use; and

22 (d) Be inaccessible when not in use.

23 (22) A fire and tornado drill shall be conducted during hours of operation:

1 (a) At least monthly; and

2 (b) Documented.

3 (23) An earthquake drill shall be conducted during hours of operation:

4 (a) At least quarterly; and

5 (b) Documented.

6 (24) During hours of operation, the provider, and other persons in the home

7 shall:

8 (a) Be free of the influence of alcohol or a controlled substance, except for use of  
9 a controlled substance prescribed by a physician; and

10 (b) Prohibit smoking in the presence of children in care.

11 (25) During a provider's absence, a substitute provider shall be physically  
12 present at the home during hours of operation.

13 (26) A provider shall not be employed outside of the home during regular hours  
14 of operation.

15 (27) The home shall:

16 (a) Be clean;

17 (b) Be uncluttered;

18 (c) Be free of insects and rodents;

19 (d) Have a water supply that is:

20 1. Properly located;

21 2. Protected;

22 3. Adequate; and

23 4. Of a source approved by the local health department; and

1 (e) Have bathrooms, including toilets, sinks, and potty chairs that are:

2 1. Sanitary; and

3 2. In good working condition.

4 (28) The provider, assistant, substitute, and each employee shall:

5 (a) Wash hands with soap and running water before and after diapering a child;

6 (b) Assure that a covered, leak-proof container is:

7 1. Available for soiled diapers;

8 2. Emptied daily; and

9 3. Cleaned daily;

10 (c) Use sanitary procedures when preparing and serving food;

11 (d) Assure that a child shall not share:

12 1. Cups;

13 2. Eating utensils;

14 3. Wash cloths; and

15 4. Towels; and

16 (e) Refrigerate perishable food and beverages.

17 (29) The refrigerator shall:

18 (a) Be in working order; and

19 (b) Have a working thermometer demonstrating that the refrigerator is  
20 maintained at a temperature of forty-five (45) degrees Fahrenheit or below.

21 (30) Except if thawed for preparation or use, frozen food shall be kept at a  
22 temperature of zero degrees Fahrenheit as verified by a thermometer in the freezer.

23 (31) Unless provided as part of the fee for child care, an infant's formula shall be



1 prepared and provided by the parent.

2 (32) If more than one (1) bottle-fed child is in the care of the provider, each  
3 child's bottle shall be labeled.

4 (33) While feeding an infant, the:

5 (a) Child shall be held; and

6 (b) Bottle shall not be:

7 1. Propped; or

8 2. Left in the mouth of a sleeping infant.

9 (34) Milk or milk products served shall be pasteurized.

10 (35) Meals shall:

11 (a) Be served in an amount appropriate to the age of the child; and

12 (b) Include appropriate types of food according to the age of the child.

13 (36) Breakfast shall include:

14 (a) Milk;

15 (b) Bread; and

16 (c) Fruit or vegetable or 100 percent juice.

17 (37) A snack shall include two (2) of the following:

18 (a) Milk;

19 (b) Protein source;

20 (c) Fruit or vegetable or 100 percent juice; or

21 (d) Bread.

22 (38) Lunch and dinner shall include:

23 (a) Milk;

1 (b) Protein source;

2 (c) Two (2) vegetables or a fruit and one (1) vegetable; and

3 (d) Bread.

4 (39) Windows and doors shall be screened for ventilation.

5 (40) A household pet shall be vaccinated for rabies.

6 (41) Indoor and outdoor garbage shall be stored in a waterproof container with a  
7 tight-fitting cover.

8 (42) Adequate space shall be provided at rest-time for each child in care more  
9 than four (4) hours:

10 (a) Rest-time area shall be comfortable, clean, safe, and in good repair.

11 (b) Individual linens shall be:

12 1. Provided for each child; and

13 2. Changed:

14 a. At least weekly; or

15 b. If soiled or wet, immediately.

16 (43) If overnight care is provided, the caregiver shall:

17 (a) Remain awake until every child in care is asleep;

18 (b) Sleep on the same floor level of the home as an infant or toddler; and

19 (c)1. Provide an individual bed, crib, playpen, or cot with comfortable, clean, and  
20 safe bedding for each child.

21 2. The crib or playpen shall meet the Consumer Products Safety Commission  
22 Standards.

23 (44) A written and posted routine plan shall be established for daily:

1 (a) Activity;

2 (b) Opportunity for outdoor play; and

3 (c) Reading.

4 (45) A child who is not asleep shall be visually supervised.

5 (46) Except for a school-aged child whose parent has given written permission  
6 and whose whereabouts are known, a child shall not be permitted off of the premises  
7 without the caregiver.

8 (47) Use of corporal physical discipline is prohibited, pursuant to KRS  
9 199.896(18).

10 (48) A child shall be released from the family child care home to:

11 (a) The child's custodial parent;

12 (b) The person designated in writing by the parent to receive the child; or

13 (c) In an emergency, a person designated over the telephone by the parent.

14 (49) To assure a healthy environment, the provider shall maintain a:

15 (a) Current immunization certificate for each child within thirty (30) days of  
16 enrollment, unless an attending physician or parent objects to the immunization of a  
17 child pursuant to KRS 214.036;

18 (b) DCC-180, "Child's Health and Emergency Information":

19 1. Completed and signed by the child's parent or guardian; and

20 2. Retained on file on the first day the child attends and include:

21 a. The child's name, address, and date of birth;

22 b. The name of each individual to whom the child may be released;

23 c. The general status of the child's health;

1 d. Allergies or restrictions on the child's participation in activities, with specific  
2 instructions from the child's parent or physician;

3 e. The name and phone number of each person to be contacted in an  
4 emergency situation;

5 f. The name and phone number of the child's physician and preferred hospital;  
6 and

7 g. Authorization by the parent or guardian for the provider to seek emergency  
8 medical care in the parent's absence.

9 (50) A provider shall provide immediate notification of a medical emergency to  
10 the:

11 (a) Parent;

12 (b) Person exercising custodial control; or

13 (c) Family physician, if the parent or person exercising custodial control is  
14 unavailable.

15 (51) A quiet, separate area that can be easily supervised shall be provided for a  
16 child too sick to remain with other children.

17 (52) Prescription medication shall not be administered to a child in care, except if  
18 authorized by:

19 (a) A licensed physician; and

20 (b) The daily written request of the parent or guardian.

21 (53) Nonprescription medication shall be administered to a child only with written  
22 daily request of parent or guardian.

23 (54) The caregiver shall:

- (a) Be able to recognize symptoms of childhood illnesses;
- (b) Be able to provide basic first aid;
- (c) Maintain a child care program that assures affirmative steps are taken to protect children from abuse or neglect pursuant to KRS 600.020; and
- (d) Maintain daily attendance records documenting the arrival and departure time of each child.

#### Section 12. Transportation.

(1) If transportation is provided or arranged by the certified family child care home provider, the provider shall:

- (a) Have written permission from a parent or guardian to transport his child;
  - (b) Have a car or van equipped with seat belts;
  - (c) Require that a child:
    - 1. Be individually seat-belted;
    - 2. Remain seated while the vehicle is in motion; and
    - 3. If a child is under forty (40) inches in height:
      - a. Be transported in the back seat; and
      - b. Restrained in a federally-approved motor vehicle safety seat in good repair;
  - (d) Have a valid driver's license issued by the Division of Motor Vehicles;
  - (e) Have emergency and identification information about each child in the vehicle if children are being transported; and
  - (f) Conform to state laws pertaining to vehicles, drivers license, and insurance pursuant to KRS 186.020.
- (2) A child shall not be left unattended in a vehicle.

1 (3) The back of a pickup truck shall not be used to transport a child.

2 Section 13. Records.

3 (1) A certified family child care home provider shall maintain the confidentiality of  
4 a child's records.

5 (2) The cabinet shall provide, upon request, public information pursuant to KRS  
6 199.8982(1)(d) and (e).

7 (3) The provider shall:

8 (a) Report an incident of suspected child abuse or neglect pursuant to KRS  
9 620.030(1); and

10 (b) Provide the cabinet access and information in the completion of the  
11 investigation pursuant to KRS 620.030(3).

12 Section 14. Certified Family Child Care Home Program. The certified family child  
13 care home provider shall:

14 (1) Develop written information that specifies the:

15 (a) Rate for child care; and

16 (b) Expected frequency of payment for the program;

17 (2) Make available a copy of the certification standards to each parent;

18 (3) Provide each parent with the name, address, and telephone number of the  
19 cabinet for the purpose of registering a complaint if the parent believes the family child  
20 care home provider is not meeting the standards;

21 (4) Post and provide to each parent a copy of children and parent rights, as  
22 required by KRS 199.898;

23 (5) Allow a parent to visit and observe the program during the hours of operation;

1 and

2 (6) Communicate with each child's parent about the child's:

3 (a) Development;

4 (b) Activities;

5 (c) Likes; and

6 (d) Dislikes.

7 Section 15. Incorporation by Reference.

8 (1) The following material is incorporated by reference:

9 (a) "DCC-178, Application for Family Child Care Certification, edition 11/03 ";

10 (b) "DCC-179, Self Check List, edition 11/03 "; and

11 (c) "DCC-180, Child's Health and Emergency Information, edition 11/03 ".

12 (2) This material may be inspected, copied, or obtained, subject to applicable  
13 copyright law, at the Department for Community-Based Services, Cabinet for Families  
14 and Children, 275 East Main Street, Frankfort, Kentucky 40621, Monday through  
15 Friday, 8 a.m. to 4:30 p.m.

16 Viola Miller, Secretary

17 Cathy G. Mobley, Acting Commissioner

18 Adopted: November 19, 2003

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